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# Agreement


**FRANCIS HOUSE**

**Wadsworth Men's House I**



**Standard Agreement for**

***Member in Residence***

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## **I. PURPOSE**

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The Member in Residence Agreement is to assist Members residing in the house obtain an understanding of critical information and expectations they should know with signed acknowledgement.

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## **II. STRUCTURE**

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House Resident Memberships are structured as a component of a supportive Communal Aid Group or (CAG), and they correspond based upon Membership type and status as outlined in the Privileges Agreement.

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## **III. MEMBER IN RESIDENCE**


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### **Required Documents:**

The following are Required Signature Documents for Member in Residence.

- 1) Membership Application
- 2) Member in Residence Agreement
- 3) Membership Code of Good Conduct
- 4) Membership Privileges
- 5) Good Neighbor Agreement
- 6) General Release
- 7) Confidentiality Policy and Media Release Authorization
- 8) Emergency Policy
- 9) Grievance Policy
- 10) Drug Testing Policy
- 11) Success Plan

**Note:** other optional agreements may be applicable to specific Member's needs., i.e. Vehicle Parking, Medical Release, Vocational, Guest Request, Release of Information, and others.

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**Membership Dues:**

Membership dues are \$120 per week, the first membership payment is due at the time of Move-in. The regular payments are due by 5:00 PM Eastern time on Monday of the beginning week. Acceptable and preferred forms of payment: e-Payment (using Zelle, or other payment services) Cashier’s check and Money Orders. Cash is acceptable. Note: if “move –in” takes place during the week, initial dues will be pro-rated and calculated on a per-diem basis at \$17.15 per day.

**Application Fees:**

There is a \$30 non-refundable application fee to cover application verification processing, background checking and initial testing. The application fee needs to be prepaid prior to the Background checking being completed. Note: The Background Check needs completed prior to Probationary Membership Approval and Move-in scheduled date. The Application Fee may be waived upon request.

**Testing Fees:**

Regular mandatory testing, (initial move-in testing excluded), is paid through membership dues. If a member tests with a drug positive detected result. They may request a second panel test at their own expense of \$10.


Explanation:

If a second test is requested by the member to verify first test outcome, then the Member will be required to pay a \$10 testing fee.

If second testing outcome is different than first test outcome, and it does not support the original positive drug detected result outcome, then a third panel test will be administered.

If the third test, supports the first positive detection result, then Member’s membership will be suspended, and another \$10 for a total of \$20 will be due for two panel tests.

But, if third test result supports the second negative detection outcome test, and no drugs are detected, their membership in good standing is temporarily reinstated until the third test is then sent out to an independent lab for verification.

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A Third Party lab testing result is the final arbiter. If the Lab testing results substantiates the negative drug detection, the member is then reimbursed the first \$10 test fee and membership in good standing is fulling reinstated. If not, Membership is suspended and \$20 testing fees are assessed.

**Note:** Francis House reserves to right to adjust the Application Fees and Membership Dues at any time with written notification.

**Property of Member (Personal):**

Each Member is responsible for their own personal belongings and any Francis House assets they use. Francis House is not responsible for any Member’s personal belongings.

**1) Care**

Members should take care of all of Francis House assets, the appropriate cleaning, placement and proper intended usage of: all Furnishings in Bedrooms, Bathrooms, Living Areas, Kitchen, Pantry, Office and Outside Grounds. The Members should take good care of their own personal belongings. Members should treat other Member’s belonging as their own and treat with respect and care.

**2) Expectations**

All Items are to be kept neat and organized. All items (FH or Personal), should be picked up and stored properly and not left out laying around the house. For Example, cloths, shoes and beds should be made to maintain a neat and orderly appearance for the house.


**3) Responsibilities**

It is the responsibility of the Member to store valuables in a secure location, such as their assigned cabinet safe. Medications and other critical items need to be secured in their safe. Medications will need a Medication Inventory and Audit. The Member is responsible to manage and administer their own medications. The Members are responsible to care for their own property and Francis House property as well. They will respect all Member in Residence’s belongings.

**4) Restrictions**

Personal belongings in bedrooms and vehicles maybe searched at any time without the Member’s permission, but with then being present to identify restricted items not permitted on the premises.

The following list are restricted items not permitted on or near the property. The list is not intended to be an all-inclusive list, additional illegal items may pertain.

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- a) No Drugs or Alcohol
- b) No Drug Paraphernalia, pipes, bowls, papers, needles, etc.
- c) No Drug culture Items that promote / glorify Drug or Alcohol use.
- d) No Weapons of any kind, Guns, Knives, all martial art weapons
- e) No Pornographic Material of any kind.

**5) Suspension of Privileges:**

If the Member does not treat FH and Other Member’s Belongings with Care and Respect, the Member will be given a Formal Reminder. After one written Reminder if the issue is not remedied, then the Member will be placed on “Probation” and if negligence and damage is a direct result from the Member’s lack of care, they will be held financially liable for the damage.

**Note:** If an illegal drug, weapon of any kind, alcohol or contraband are found, The Involuntary Termination Procedure will then be invoked.

**Comment:** Drug Free and Alcohol Free environment is paramount to healthy and safe group living conditions.

**Property of Francis House:**


Any property damage attributed to the member due to negligence or vandalism, they will be held financially liable for the damage. The amount to repair or replace the damaged property will be assessed in addition to the Member’s dues, and may be reason to revoke Membership in Good Standing status.

**Voluntary & Involuntary “Member in Residence” Agreement Cancellation:**

Voluntary Cancellation:

A member may relinquish “In Resident” privileges to reside in the house at any time, by verbal communication to the Member Steward, or by a written document (i.e. email note or paper letter). The Member Steward must acknowledge they have been notified of the voluntary cancellation by providing documented communication to the Executive Director. Any prior paid Membership dues will be reimbursed on a “per diem” amount basis.

Involuntary Cancellation:

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The violation of Code of Good Conduct places the House’s safety in jeopardy with discovered drugs or alcohol, weapons, other restrictions, etc., or violate action, etc. The Member’s membership will move to Suspended Status, and all Rights and Privileges will be suspended. New accommodations will need to be found and secured immediately by the vacated Member. The Member’s Personal Property must be taken with them at the time of Move-out, or arrangements made to have an authorized designated agent retrieve the property for the Member, (i.e. family, friend, coworker). Property left on the premises will be gathered, with perishable items (i.e. food) being disposed of, nonperishable items will be placed in plastic bags and stored for 30 days from vacated date. If the member does not have their property removed and secured after 30 days, and attempt will be made to contact the Member, and after a total of 45 days, the property will be donated to local clothing charity (Marian’s Closet) and / or the Wadsworth Goodwill Industries.

**Please Note:** You have the right to file a formal written rebuttal of your Involuntary Cancellation action, with the Francis House Board of Directors for review and may request reinstatement of Membership status to Probation Membership.

**Please Note:** Please review “Membership Privileges” and the “Code of Good Conduct” for Agreement details. The Agreements may be amended or modified in writing when Francis House Management deems necessary. All active members will be notified of changes. .

**Signature Section:**

The Member in Residence Agreement is a document to foster awareness and understanding of the expectations and standards of Francis House Members.


By signing this agreement, I, \_\_\_\_\_, am stating I fully understand the Contents of the Member in Residence Agreement,

Date: \_\_\_\_\_

Member Signature: \_\_\_\_\_

FH Staff Witness (print) \_\_\_\_\_

FH Staff Witness: \_\_\_\_\_

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## IV. CHANGE HISTORY

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Rev. Number	Change Description	Effective Date	Previous Rev. No.
Rev 0	NA	12/14/2023	NA
Rev 1	Witness name (print)	12/26/2023	Rev 0
Rev 2	Add Agreement to list	12/28/2023	Rev 1